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National Aeronautics and
Space Administration

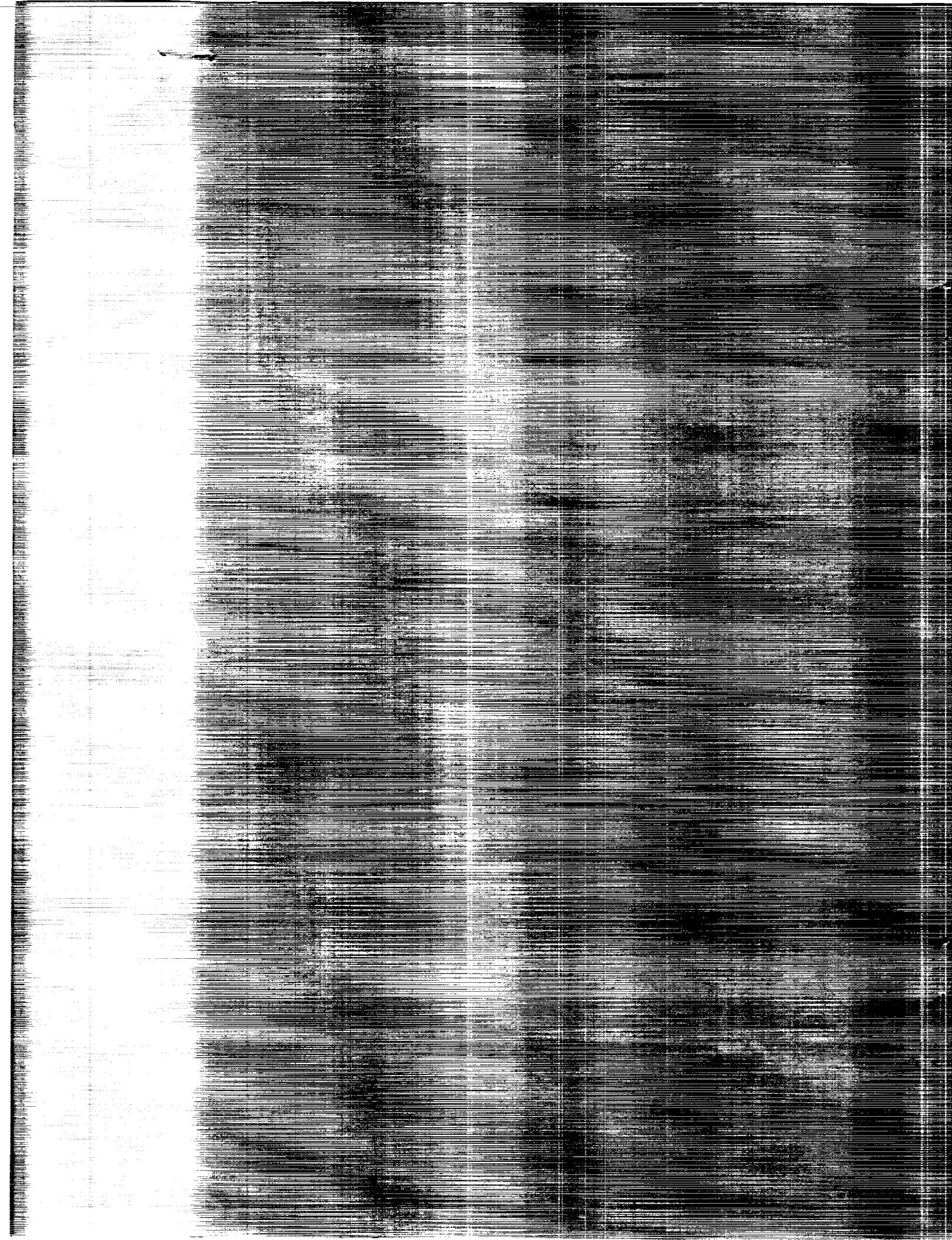
NHB 1420.21
January 1992

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NHB 1420.21 - POLY OF NASA
PREFIXED FORMS (NASA) 34 P

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National Aeronautics and
Space Administration

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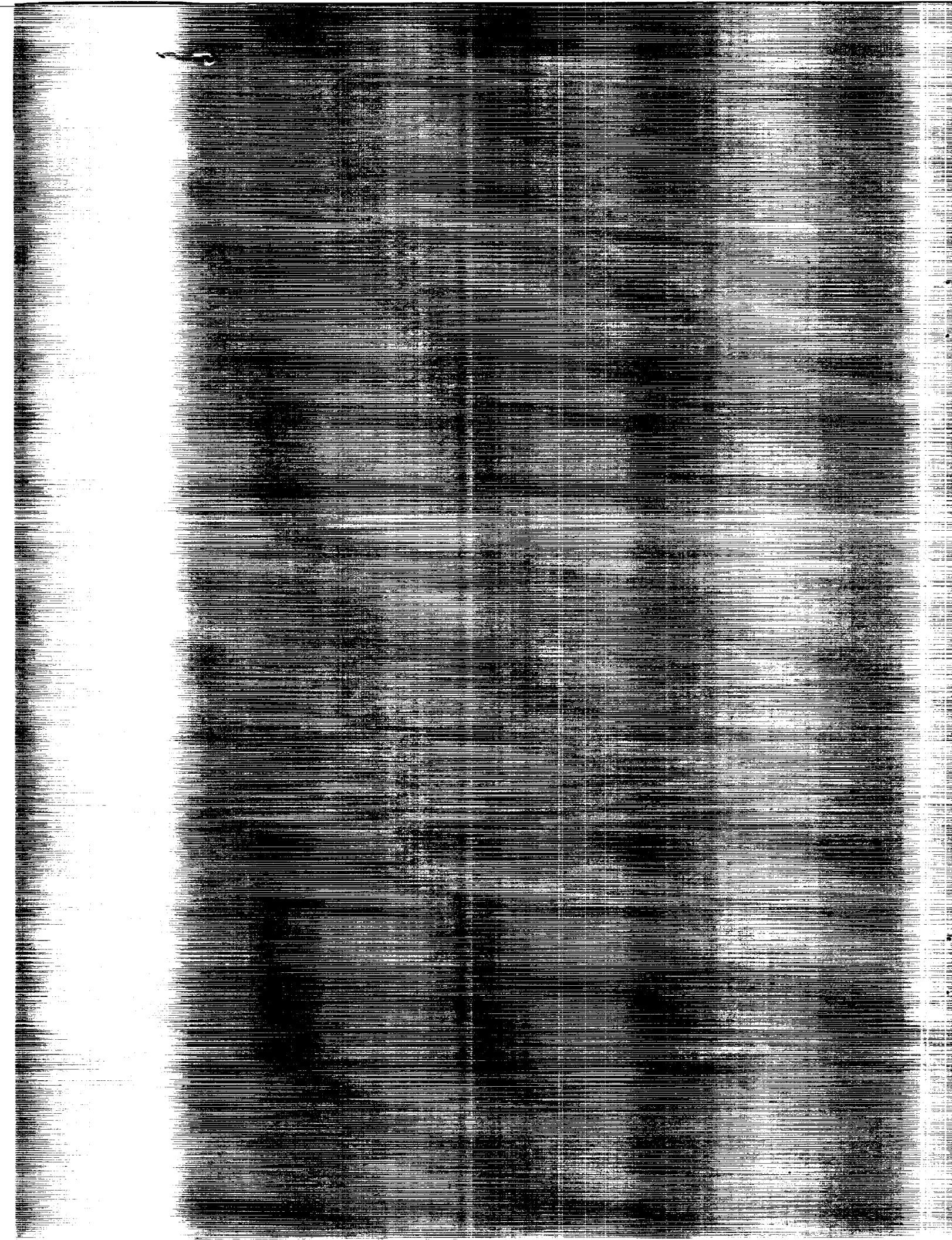
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PREFACE

This Handbook sets forth the following information for the guidance of all users of the NASA Forms Management Program System. It is issued in accordance with the Federal Information Resources Management Regulation (FIRMR), Subpart 201-9.1.

INDEX OF NASA-PREFIXED FORMS

This Handbook sets forth an alpha-functional index of NASA-prefixed forms by title, identifying number, and unit of issue. The automated processing two-letter code (NF) has been substituted for the spelling out of the NASA form-prefix preceding the form number. To indicate a description in lieu of a distinct title, the entire reference under the Form Title/Description column has been enclosed in parentheses.

QUICK REFERENCE LIST

A list of current forms, shown by number and page, is included for cross-reference and to preclude the ordering of those forms which have been deleted from the system.

In order to obtain forms, submit NASA Form 2, Request for Blank Forms, Publications and Issuances, to the Goddard Space Flight Center, Greenbelt, MD 20772, Attn: Code 239.9. This Handbook will be updated, as appropriate. Send recommended changes to the Handbook through appropriate channels to: NASA Forms Management Officer, Code JTD, NASA Headquarters, Washington, DC 20546.

NHB 1420.2H dated July 1986, is cancelled.



Wallace O. Keene
Director, IRM Division

DISTRIBUTION:
SDL 1 (SIQ)

EXPLANATION OF FORMAT

Aside from the abbreviation of the Agency form prefix, from NASA to NF, further classification is necessary for a more comprehensive understanding of the index. As a case in point, the alpha and numeric symbols in column 4 denote the unit of the form and type of issue. These symbols have been compiled from the following combinations:

<u>UNIT</u>	<u>TYPE OF ISSUE</u>
E - Each	CD - Card
P - Pad	CI - Carbon Interleaved
S - Set	NC - No Carbon Required
PS - Padded Set	CS - Cut Sheet
BK - Book	DI - Die Impressed Stencil
Q - Quire	EN - Envelope
ST - Strip	F - Folder
PK - Package, Box or Carton	HM - Hectograph Master
R - Roll	L - Label
	N - Negative
	OM - Offset Master
	OV - Overlay (Film Positive)
	OZ - Ozalid Transparency
	T - Tag
	TC - Tabulating Card
	TK - Ticket
	CF - Continuous Form

For instance, PS50 NC3 denotes a three-part, carbonless set, constructed in pads of 50 sets. P50 CS denotes cut sheets (singles) constructed in pads of 50 sheets to a pad. Also, number of pages for multipage forms, or instruction sheets, is shown in the Form Title/Description column.

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Survey Report Survey Report Register Transmittal Slip Work Order And Followup Record	NHB 4200.1B NHB 4200.1B	NF 1537 NF 598 NF 599 NF 414 NF 532	E CS S CS4 E CS P50 CI S CI3
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<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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Resources Authority Warrant For Reimbursable Program	NF 506R	NF 506R	E CF
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<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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Signature And Incoming Tab	NFB 1450.10A	NF 670	E EN
Typing Template	NHB 1450.10A	NF 26	P100 CS
(Yellow Concurrence Sheet) (For Use With Automatic Sheet Feeders) (No Carbon)		NF 422	E CD
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		NF 1267	S C11
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Facility Project - Energy Savings Summary		NF 1564	E CS
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Facilities Data Summary		NF 1400C	E CS

<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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Waiver Questionnaire-Technical Evaluation (Advance Waiver)	NMI	1152.24H	NF 1523 S CS3
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PERSONNEL	FORM TITLE/DESCRIPTION	PREScribing DIRECTIVE	FORM NUMBER	UNIT OF ISSUE
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<u>FORM TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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<u>FORM / TITLE/DESCRIPTION</u>	<u>PRESCRIBING DIRECTIVE</u>	<u>FORM NUMBER</u>	<u>UNIT OF ISSUE</u>
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Individual Procurement Action Report (Modifications)	NFS 18-42.202	NF 507M	E CS
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